

**Cowley County Community College
& Area Vocational-Technical School**

December 11, 2017

A meeting of the Board of Trustees of Cowley County Community College and Area Vocational-Technical School was called to order on December 11, 2017, at 6:00 pm, in the President's private dining room, McAtee Dining Center, 200 S 4th Street in Arkansas City, KS

Trustees **Present** **JoLynn Foster – Vice Chair**
Dennis K. Shurtz
Ned Graham
Jill Long
Brian Sanderholm

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel – Attended the meeting by phone
Dr. Gloria J. Walker, VP of Finance and Administration
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, VP Information Technology
Shane Larson, Athletic Director
Jason O'Toole, Executive Director of Student Affairs
Chris Hollon, Executive Director of Institutional Effectiveness
Rama Peroo, Director of Institutional Comm. and Public Relations
Janet Grace, Campus Operations Officer
Tina Grillot, Associate Vice President of Business and Industry
Deborah Layton, Faculty Liaison
Brooke Istas, Math Instructor

Guests

Jeni McGee, AC Daily Bytes
Mike Bergagnini, Citizen
Gary Wilson, Trustee Elect
Anita Judd-Jenkins, Kansas House of Representatives
Stacy Davis, Sumner County Economic Development Director
Cheri Hulse, Agora and Associates
David Herlocker, Agora and Associates
Wayne Winklebauer, Conco Construction
Janet Davidson, Early Childhood Education Instructor
Jennifer Rupp, English Faculty
Kyle Hays, Faculty
Edgar Fuentes, Student
Emily Lundblom, Student

Invocation **The Invocation was presented by Jill Long.**

Approval **Ned Graham introduced and moved the adoption of the following resolution:**

**Of Board
Minutes**

RESOLVED, that the minutes of the regular meeting of the Board of Trustees, conducted on November 20, 2017 are hereby adopted and the Board Clerk is directed to file the minutes with the official records of the college.

The motion was seconded by Dennis K. Shurtz, and carried.

**Annual
Audit**

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees reviewed the results of the previously tabled 2016-2017 annual audit, approved the report and instruct the administration to implement the recommendations of the auditor.

The motion was seconded by Ned Graham, and carried.

**Financial
Reports**

Brian Sanderholm introduced and moved the adoption of the following resolution:

RESOLVED, that the receipt of the Financial Reports for the month ending November 30, 2017 are hereby acknowledged and the Treasurer is directed to file said reports with the financial records of the College for audit, according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded by Jill Long, and carried.

**Bill &
Claims**

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the approved fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Financial Aid Funds/Student Refund Check \$135,747.64 (net\$131,316.04). General Operating Activities disbursement include Foundation \$3,865.15 (net \$3,865.15); College Operating \$1,111,607.18 (net \$1,111,545.61) and Federal Funds \$588,197.18 (net \$588,197.18); for a total written of \$1,703,669.51 (net \$1,703,607.94). Additionally, the Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending November 30th, 2017. Vice President of Finance and Administration is, hereby, directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees, and the Statutes of the State of Kansas.

The motion was seconded by Brian Sanderholm and carried.

Communi

cations

- 1) Dr. Rittle provided a College update:
 - Thanked the Board of Trustees, faculty and staff for their efforts to continue the forward movement and health of the college.
 - 2 new campus signs have been installed which will assist new students with campus wayfinding. One sign has been installed in front of the Brown center while the other is at the entrance to the Galle Johnson parking lot.
 - Thanked the Trustees, their spouses, Tiffany Vollmer, Gary Hale, David Smith and Evan Ricker for their efforts to host the recent Kansas Association of Community College Trustees quarterly meeting on campus, December 3-4.
 - Recognized Dennis K. Shurtz for his many years of service on the Board of Trustees.
 - Dennis K. Shurtz addressed the Board and those in attendance. Thanked the current and past Board members as well as the community for the pleasure of serving on the Board.
- 2) Jessica Lucas, Government Affairs Liaison, provided a Legislative Update.
- 3) Emily Lundblom was recognized as the November Student of the Month. Emily is from Mulvane, KS and is a Medical Sonography major with a 3.79 GPA. Her college activities include Phi Theta Kappa. Her future plans are to obtain a Bachelor's of Science in Medical Sonography.
- 4) Edgar Fuentes was recognized as the December student of the Month. Edgar is from Arkansas City and is a Legal Studies major with a 4.0 GPA. His college activities include Phi Theta Kappa, where he serves as the local chapter President, quiz bowl, Multicultural Scholars Program, Game Club and the Math and Science Club. His future plans are to obtain a Bachelor's Degree in Legal Studies at Washburn University.
- 5) Janet Davidson provided an update on the early childhood development center. The venture was recently awarded a \$5,000 grant on behalf of the V.J. Wilkins Foundation to complete the feasibility assessment.
- 6) Jennifer Rupp and Kyle Hays provided an overview of the Writing Center Pilot.
- 7) Agora Architecture and Conco Construction provided a Sumner Campus update, sharing photos of the progress of the construction of the Sumner campus.
- 8) Thank you to Dr. Rittle, from SSG Justin Smith
- 9) Thank you to Cowley College, from Kyrstyn Kenzie

**Board
Reports**

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, That the Board of Trustees approve the appointments and terms of employment, as follows, effective January 8, 2018- January 14, 2019.

Tiffany D. Vollmer is appointed to serve as Clerk of the Board;

Dr. Gloria J. Walker is appointed as Treasurer of the Board; and

David W. Andreas is appointed to serve as Attorney for the Board at a monthly retainer fee of \$400.00.

FURTHER RESOLVED, that for said compensation, David W. Andreas agrees to provide all legal services required by the College for dates stated above, excluding:

- **Legal action concerning College Bond issues;**
- **Professional negotiations with College personnel;**
- **Law suits involving the College of the Board of Trustees; and**
- **Acquisition of real estate.**

The motion was seconded by Jill Long and carried.

Dennis K. Shurtz Introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorize for the College to Do-Business-As (DBA), “*Cowley College*”. The legal name of the College will remain Cowley County Community College to buy/sell property, etc. This action makes policy align with current and past practice.

The motion was seconded by Brian Sanderholm, and carried.

Pursuant to K.S.A. 71-201, a public notice of a Trustee vacancy was published in the Cowley CourierTraveler on November 22, 2017. Two applicants applied for the open Trustee seat. Their names in alphabetical order are: Michael A. Bergagnini and Nancy J. Burger. All received materials were forwarded to the Board members in advance of the meeting.

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees appoint Nancy J. Burger to fill the remainder of the term for the vacant seat of former Trustee Sid Regnier, to take effect January 8, 2018.

The motion was seconded by Jill Long, and carried, by a unanimous vote of raised hands.

Administrative Reports

The following Administrative Reports were reviewed:

- 1) The Board completed their second and final reading of the revised Policy 111.00 - Faculty and Staff Code of Conduct.

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees adopt the proposed revisions to Policy 111.00 – Faculty and Staff Code of Conduct.

The motion was seconded by Dennis K. Shurtz, and carried.

- 1) Dr. Gloria Walker, VP of Finance and Administration requested Board approval of the Guaranteed Maximum Price Agreement with Conco Construction of \$7,989,000 for the Construction services of the Sumner Campus, and to adjust the budget accordingly. This agreement will be incorporated into the AIA A133 Agreement for Construction Services, which includes other terms and conditions regarding the GMP.

Additionally, administration requested Board approval to hire Wilcox painting for painting and floor sealer for \$40,122; and Wendwood for millwork for \$16,580 for the Innovation and Technology Building construction on the Wellington Campus. This cost will be a part of the Guaranteed Maximum Price of construction.

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the Guaranteed Maximum Price Agreement with Conco Construction of \$7,989,000 for the Construction Services of the Sumner campus, and to adjust the budget accordingly. This agreement will be incorporated into the AIA A133 Agreement for Construction Services, which include other terms and conditions regarding the GMP.

The motion was seconded by Brian Sanderholm, and carried.

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees accept the donation of an automobile/vehicle from the Arkansas City Police Department at an estimated value of \$5,500.

The motion was seconded by Ned Graham, and carried.

Dr. Rittle thanked Conco President Craig Nelson and Wayne Winklebauer for being outstanding partners in the Sumner Campus project.

- 2) Dr. Harold Arnett, VP of Academic Affairs, provided an Academic update. In the month of November, The Tutor.com service assisted 127 students in over 400 hours of tutoring in a variety of subjects. 98% of students who used the service said they would recommend tutor.com to other students. Additionally, the Aces program students have completed over 3,000 hours of community service.**
- 3) Dr. Kori Gregg, VP of Institutional Advancement, introduced the Cowley College Alumni Association. The department is putting together an advisory Board to engage students, and community members to become involved.**
- 4) Kristi Shaw, Executive Director of Enrollment Management, shared the current enrollment numbers. Spring enrollment is currently sitting at 1,561 students while the winter session stands at 91 students enrolled. Fall enrollment is at 2,970.**
- 5) Chris Hollon, Executive Director of Institutional Effectiveness, reported on the Strategic planning process. The team is planning for event based discussion about priorities and what can be improved. Administrative Council will have a preliminary meeting on December 13. The next internal meeting will be during the February professional development in-service where breakout groups will have an opportunity to discuss each area.**
- 6) Jason O'Toole, Executive Director of Student Affairs, reported that the resident halls are just under 92% full.**
- 7) Janet Grace, Sumner Campus Operations Officer, described the positive change in the attitudes of the Sumner County commissioners. Many community members are becoming excited as the buildings are being constructed. Additionally, Jan has been attending many meetings in the County, including the different community Chambers, Rotary Clubs and Lions Clubs.**
- 8) Deborah Layton, Faculty Liaison, shared of the recent tours the Cosmetology department has been offering to students in the Ponca area to offer hands on training.**
- 9) Shane Larson, Athletic Director, provided an IT report on behalf of Paul Erdmann. Computer replacements have stalled due to a backorder of the monitors. This will result in the department being unable to finish the**

replacements before Christmas break. The Cowley Promise rate guarantee is being finalized by Jenzabar.

10) Shane Larson, Athletic Director shared the feasibility study of adding men’s and women’s bowling teams to the Mulvane center. Adding these programs will add the necessary campus life to the Mulvane location while increasing enrollment for the site. Revenue for the program will be generated through tuition, fees and book sales.

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the addition of men’s and women’s bowling programs at the Mulvane center.

The motion was seconded by Dennis K. Shurtz, and carried.

11) The Transportation Report indicated total mileage of 30,883 for the month ending, November 2017.

Dennis K. Shurtz introduced and moved the adoption of the following resolution.

RESOLVED, that the actions described in the Finance and Administration, Academic Affairs, Information Technology, Institutional Advancement, Institutional Effectiveness, Enrollment Management, Student Affairs, Athletics and Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by Ned Graham, and carried.

**Personnel
Trans-
actions**

The following personnel were presented for Board approval:

Jill Long introduced and moved the adoption of the following resolution:

RESOLVED, that President, Dr. Dennis C. Rittle and Chairman of the Board of Trustees, Bob Juden, are hereby authorized to execute the following personnel transactions as presented.

Resignations:

- Hanna House, Admissions Representative, effective December 8, 2017.
- Dane Straight, Head Coach-Women’s Soccer, effective December 31, 2017.

Staff:

- Ruy Vaz, Head Coach – Men’s Soccer, at an annual salary of \$41,000, plus staff fringe benefits, effective January 1, 2018

The motion was seconded by Brian Sanderholm and carried.

Election of Officers

Dennis K. Shurtz introduced and moved the adoption of the following resolution:

RESOLVED, that the 2018-2019 officers as recommended by the nominating committee (Bob Juden and JoLynn Foster) be approved as submitted.

Chair: JoLynn Foster

Vice Chair: Jill Long

Nominating Committee: JoLynn Foster and Jill Long

Past Chair: Bob Juden

Kansas Association of Community College Trustee delegate: Glennis Zimmerman

Kansas Association of Community College Trustee alternate: Gary Wilson

Association of Community College Trustees delegate: Bob Juden

Association of Community College Trustee alternate: Jill Long

Professional Negotiations representative: JoLynn Foster

Board representative to open bids: Gary Wilson

College Foundation Association Board representative: JoLynn Foster

Tiger Booster Club representative: Brian Sanderholm

Three Trustees to serve on the Finance Sub-Committee: Bob Juden, JoLynn Foster, Jill Long

Three Trustees to serve on the Academic Subcommittee: Brian Sanderholm, Glennis Zimmerman, Nancy Burger

The Motion was seconded by Ned Graham and carried.

Adjournment

Ned Graham introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees adjourn from the regular meeting.

The motion was seconded by Brian Sanderholm and carried.

The meeting adjourned at 8:16 pm

Tiffany Vollmer
Board Clerk